

SOLICITATION NUMBER TIRNO-04-R-00017
PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS
SECTION J - LIST OF ATTACHMENTS

J.14 REPORTS

FIGURE J.14.1 DELIVERABLES COVER LETTER

Company Letterhead

MM/DD/YYYY

Department of the Treasury
Internal Revenue Service (or Bureau Name)
Name & Address of Recipient

ATTENTION: (Contracting Officer Name, Contracting Officer)
(or Lead COTR or COTR)

REFERENCE: (TIPSS-3 Contract Number and Task Order Number, if applicable)

SUBJECT: (Deliverable Description)

Dear Mr. or Ms. XXXXX;

In accordance with the above referenced contract (and Task Order, if applicable), (Contractor Name) submits the enclosed (reports or deliverables).

Copies of the attached are also being provided to (Contracting Officer, Lead COTR and or COTR or other appropriate POC).

Should you have any questions, please contact the undersigned at (xxx) xxx-xxxx.

Sincerely,

Name
Title

Enclosure(s):
cc:

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**FIGURE J.14.2 DELIVERABLES ACCEPTANCE FORM
TIPSS-3 INSPECTION, ACCEPTANCE & RECEIVING REPORT
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER
TASK ORDER NUMBER**

Department of the Treasury
Internal Revenue Service (or Bureau Name)
Name & Address of Recipient (COTR)

Date Delivered: MM/DD/YYYY

Task Order Deliverable No.	Description	Quantity	Location Delivered (if different from above)	Date Accepted

All the requirements have been received, inspected and accepted by me, the COTR, and meet the terms of the contract except as noted below: *(List the requirements that were not accepted and/or not delivered and state the reason why)*

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**FIGURE J.14.3 TIPSS-3 COMPLETION TO STATUS REPORT
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY**

Task Title:	<i>Task Title</i>	
COTR:	<i>COTR Name</i>	Phone: (###) ###-####
Lead COTR:	<i>Lead COTR Name</i>	Phone: (###) ###-####
Contractor Project Manager:	<i>Project Manager Name</i>	Phone: (###) ###-####

Period of Performance: MM/DD/YYYY to MM/DD/YYYY (Original)
MM/DD/YYYY to MM/DD/YYYY (Latest Modification #)

I. EARNED VALUE INFORMATION

Planned Value to Date (Budgeted Cost of Work Scheduled)	\$ ###,###
Earned Value to Date (Budgeted Cost of Work Performed)	\$ ###,###
Actual Costs to Date (Actual Costs of Work Performed)	\$ ###,###
Schedule Variance (BCWP - BCWS)	\$ ###,### - if negative, use "()"
Cost Variance (BCWP - ACWP)	\$ ###,### - if negative, use "()"

II. SCHEDULE INFORMATION

Actual Start Date	MM/DD/YYYY
Estimated Completion Date	MM/DD/YYYY (based on available funds)

III. TO COST SUMMARY

Current Task Value (Negotiated Amount)	\$ ###,###
Total Obligation Amount to Date	\$ ###,###
Labor Costs to Date	\$ ###,### (includes Subcontractor costs)
Travel Costs to Date	\$ ###,###
Other ODC Costs to Date	\$ ###,###
Total Actual Costs to Date	\$ ###,###
Amount Invoiced to Date	\$ ###,###
Amount Paid to Date	\$ ###,###
Estimate to Complete	\$ ###,### ##### Hours
Estimate at Completion	\$ ###,### ##### Hours

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**FIGURE J.14.3 TIPSS-3 TO COMPLETION TO STATUS REPORT (CONTINUED)
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY**

IV. TO HOURS DETAIL

Labor Category	Current Period Planned Hours	Current Period Actual Hours	Cumulative Planned Hours To Date	Cumulative Actual Hours To Date	Total Planned Hours	Total Negotiated Hours
(List each labor category separately and include Subcontractor hours)						
TOTALS						

V. TO COST DETAIL

Labor Category	Current Period Planned Cost	Current Period Actual Cost	Cumulative Planned Cost To Date	Cumulative Actual Cost To Date	Total Planned Cost	Total Negotiated Cost
(List each labor category separately and include Subcontractor cost)						
Total Travel						
Total Other ODCs						
TOTAL LABOR, TRAVEL AND ODCs						

VI. TO STATUS SUMMARY

(Provide a brief overview of the work to be accomplished for the overall task and the status of the Task Order.)

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**FIGURE J.14.3 TIPSS-3 COMPLETION TO STATUS REPORT (CONTINUED)
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY**

A. WORK ACCOMPLISHED DURING THIS PERIOD

(Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

B. ISSUES OR ANTICIPATED/CURRENT PROBLEMS

(Provide a description of any unresolved and/or anticipated problems, as they relate to the cost or schedule variance, deliverable dates, the Estimated Completion Date, the software development plan schedule, or costs.

Explain variances in schedule and/or cost that exceed plus or minus 10%.
Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:

- 1) the Estimated Completion date exceeds the scheduled completion date
- 2) an actual delivery date is different from the deliverable due date, and/or
- 3) the Estimate at Completion exceeds the current task value.)

C. PLANNED WORK FOR NEXT PERIOD

(Provide a description of the work planned for the next reporting period, referencing the software development plan (if applicable). Any re-planning of the Task Order would be proposed in this section.)

VII. DELIVERABLES STATUS

Deliverable Name	Deliverable Number	Status (In Progress, On Hold, Completed, Canceled)	Due Date	Expected Delivery Date	Actual Delivered Date	Customer Acceptance Date
(List each individual deliverable identified in the Task Order.)						

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**FIGURE J.14.4 TIPSS-3 TERM/T&M TO STATUS REPORT FOR TO UNDER \$500K
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY**

Task Title:	<i>Task Title</i>	
COTR:	<i>COTR Name</i>	Phone: (###) ###-####
Lead COTR:	<i>Lead COTR Name</i>	Phone: (###) ###-####
Contractor Project Manager:	<i>Project Manager Name</i>	Phone: (###) ###-####

Period of Performance: MM/DD/YYYY to MM/DD/YYYY (Original)
MM/DD/YYYY to MM/DD/YYYY (Latest Modification #)

I. SCHEDULE INFORMATION

Actual Start Date	MM/DD/YYYY	
Estimated Completion Date	MM/DD/YYYY	(based on available funds)
Percentage of Time Remaining on the task	##%	(based on Period of Performance)

II. TO COST SUMMARY

Current Task Value (Negotiated Amount)	\$ ###,###
Total Obligation Amount to Date	\$ ###,###

	<u>Cumulative</u>	<u>Reporting Period</u>
Labor Costs (includes Subcontractor)	\$ ###,###	\$ ###,###
Travel Costs	\$ ###,###	\$ ###,###
Other ODC Costs	\$ ###,###	\$ ###,###
Total Actual Costs	\$ ###,###	\$ ###,###
Planned Costs	\$ ###,###	\$ ###,###

Percentage of Funds remaining on the task	##%
Amount Invoiced to Date	\$ ###,###
Amount Paid to Date	\$ ###,###

III. TO LABOR HOURS SUMMARY

Labor Category	Total Hours Negotiated for Task Order	Hours Expended to Date (include Subcontractor)	% Expended to Date (based on Total Available Hours)	Hours Authorized in Work Requests
(List each labor category in the TO)	####	####	##.##%	####
TOTAL	####	####	##.##%	####

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**FIGURE J.14.4 TIPSS-3 TERM/T&M TO STATUS REPORT FOR TO UNDER \$500K
(CONTINUED)
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY**

IV. TO STATUS SUMMARY

(Provide a brief overview of the work to be accomplished for the overall task and the status of the Task Order. Provide a list of all active work requests and include those completed or cancelled during the current reporting period. A copy of all new or modified work requests shall be submitted with the monthly status report to the CO and the Lead COTR.)

A. WORK ACCOMPLISHED DURING THIS PERIOD

(Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

B. ISSUES OR ANTICIPATED/CURRENT PROBLEMS

(Provide a brief description of any unresolved and/or anticipated problems, as they relate to the cost or schedule variance, deliverable dates if identified in work requests, the Estimated Completion Date, the software development plan schedule, or costs. Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:

- 1) the cost or schedule variances exceed plus or minus ten percent (10%),
- 2) the Estimated Completion Date does not match the Period Of Performance,
- 3) an actual delivery date is different from the deliverable due date, and/or
- 4) the plan to expend funds remaining does not equal the time remaining.)

C. PLANNED WORK FOR NEXT PERIOD

(Provide a brief description of the work planned for the next reporting period, referencing the software development plan (if applicable). Any re-planning of the Task Order would be proposed in this section.)

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**FIGURE J.14.5 TIPSS-3 TERM/T&M TO STATUS REPORT FOR TO OVER \$500K
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY**

Task Title: *Task Title*
COTR: *COTR Name* Phone: (###) ###-####
Lead COTR: *Lead COTR Name* Phone: (###) ###-####
Contractor Project Manager: *Project Manager Name* Phone: (###) ###-####

Period of Performance: MM/DD/YYYY to MM/DD/YYYY (Original)
MM/DD/YYYY to MM/DD/YYYY (Latest Modification #)

I. SCHEDULE INFORMATION

Actual Start Date MM/DD/YYYY
Estimated Completion Date MM/DD/YYYY (based on available funds)
Percentage of Time Remaining on the task ##% (based on Period of Performance)

II. TO COST SUMMARY

Current Task Value (Negotiated Amount) \$ ###,###
Total Obligation Amount to Date \$ ###,###

	<u>Cumulative</u>	<u>Reporting Period</u>
Labor Costs (includes Subcontractor)	\$ ###,###	\$ ###,###
Travel Costs	\$ ###,###	\$ ###,###
Other ODC Costs	\$ ###,###	\$ ###,###
Total Actual Costs	\$ ###,###	\$ ###,###
Planned Costs	\$ ###,###	\$ ###,###

Percentage of Funds remaining on the task ##%
Amount Invoiced to Date \$ ###,###
Amount Paid to Date \$ ###,###

III. TO LABOR HOURS SUMMARY

Labor Category	Total Hours Negotiated for Task Order	Hours Expended to Date (include Subcontractor)	% Expended to Date (based on Total Available Hours)	Hours Authorized in Work Requests
(List each labor category in the TO)	####	####	##.##%	####
TOTAL	####	####	##.##%	####

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FIGURE J.14.5 TIPSS-3 TERM/T&M TO STATUS REPORT FOR OVER \$500K (CONTINUED)
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY

IV. TO STATUS SUMMARY

(Provide a brief overview of the work to be accomplished for the overall task and the status of the Task Order. Provide a list of all active work requests and include those completed or cancelled during the current reporting period. A copy of all new or modified work requests shall be submitted with the monthly status report to the CO and the Lead COTR.)

A. WORK ACCOMPLISHED DURING THIS PERIOD

(Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

B. ISSUES OR ANTICIPATED/CURRENT PROBLEMS

(Provide a description of any unresolved and/or anticipated problems, as they relate to the cost or schedule variance, deliverable dates if identified in work requests, the Estimated Completion Date, the software development plan schedule, or costs. Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:

- 1) the cost or schedule variances exceed plus or minus ten percent (10%),
- 2) the Estimated Completion Date does not match the Period Of Performance,
- 3) an actual delivery date is different from the deliverable due date, and/or
- 4) the plan to expend funds remaining does not equal the time remaining.)

C. PLANNED WORK FOR NEXT PERIOD

(Provide a description of the work planned for the next reporting period, referencing the software development plan (if applicable). Any re-planning of the Task Order would be proposed in this section.)

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FIGURE J.14.5 (CONTINUED)
TASK ORDER STATUS REPORT GRAPHS

Using the planning data from the Task Order technical proposal, work requests, or the Software Development Plan, if applicable, and the cumulative information reported in the Monthly Status Report, prepare two line graphs for each Task Order Status Report. The first graph will depict the cumulative planned level of effort, the actual hours expended to date and the projected burn rate for the task. The second graph will include the cumulative planned costs, the cumulative actual costs to date (including labor, travel and other ODCs) and the projected costs based on planned costs for the task.

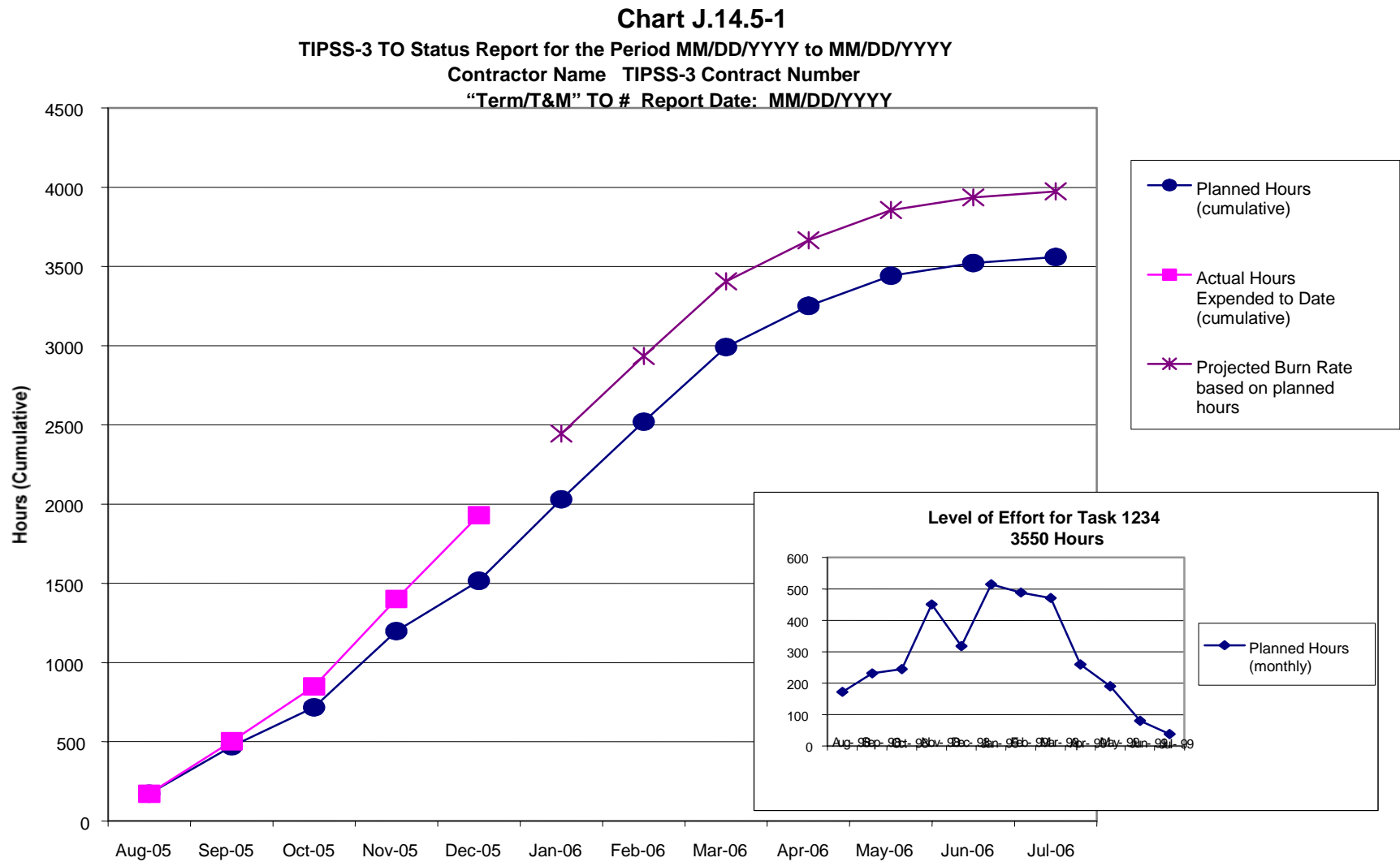
If the graphs are based only on work requests issued to date, the Contractor shall make note of that on the charts. In that case, the Contractor shall also indicate in a footnote the available hours for which work requests have not been issued. The remaining dollars and hours not allocated by work requests shall be averaged across the remainder of the period of performance by the Contractor's accounting periods and included with the projected burn rate and projected costs.

Included within each labor hours graph and each cost graph, the Contractor will include a separate graph depicting the planned level of effort / cost by accounting period for the performance period. Ideally the hours/costs should be re-planned periodically based on new or modified work requests or adjustments to the project, including modifications to decrease or increase the level of effort. These graphs may be inset in the main graph or attached separately.

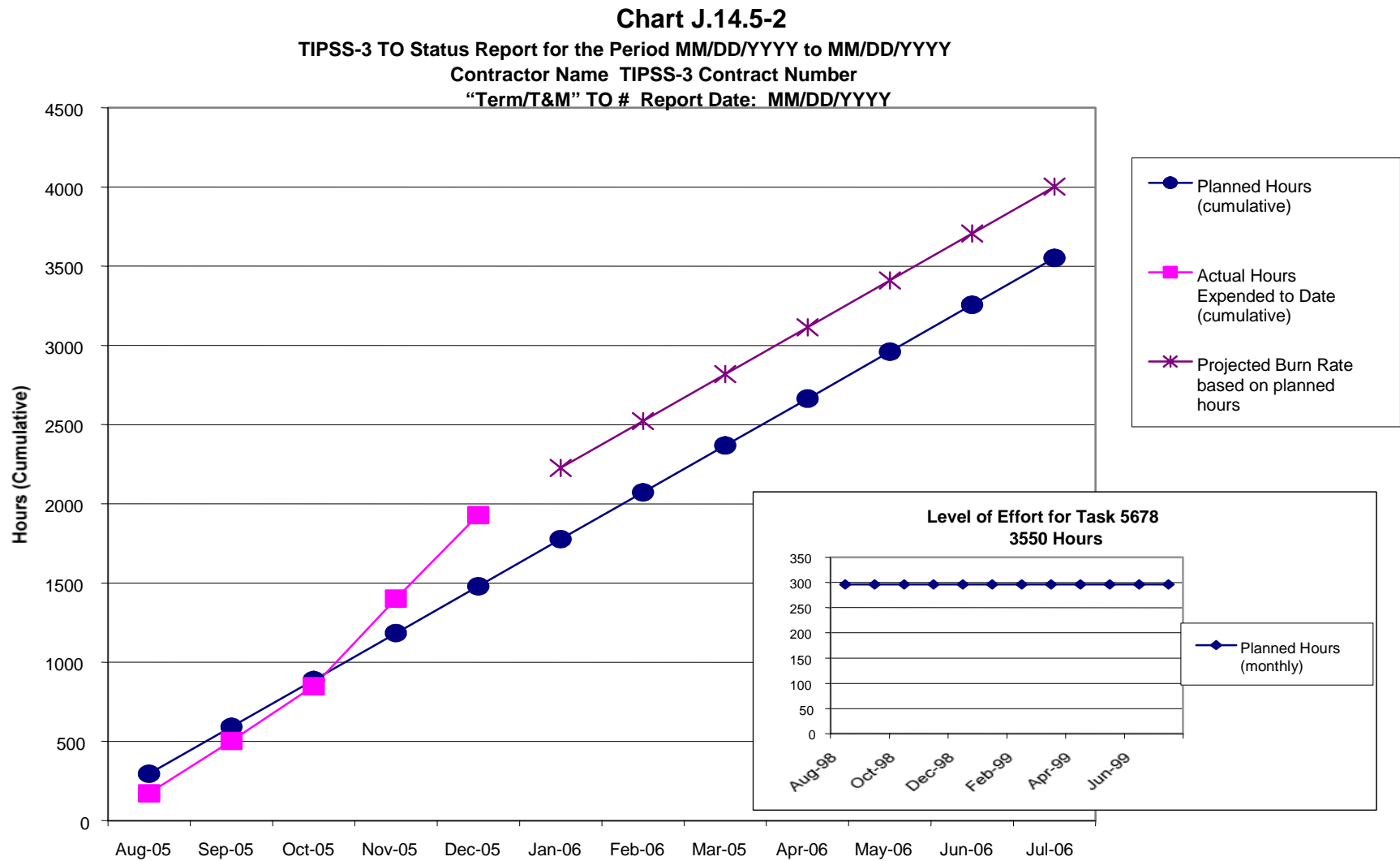
The next three pages provide examples of two labor hours charts and one cost chart. Please note that only one type of labor hours chart would be required for a task.

- 1) The first chart, Chart J.14.5-1, is a labor hours chart with a defined plan for Sample Task 1234.
- 2) The second chart, Chart J.14.5-2, is an example of a labor hours chart for a task with essentially no plan. In that case, the total level of effort available is divided evenly across the period of performance.
- 3) The final chart, Chart J.14.5-3 is the cost chart for Sample Task 1234.

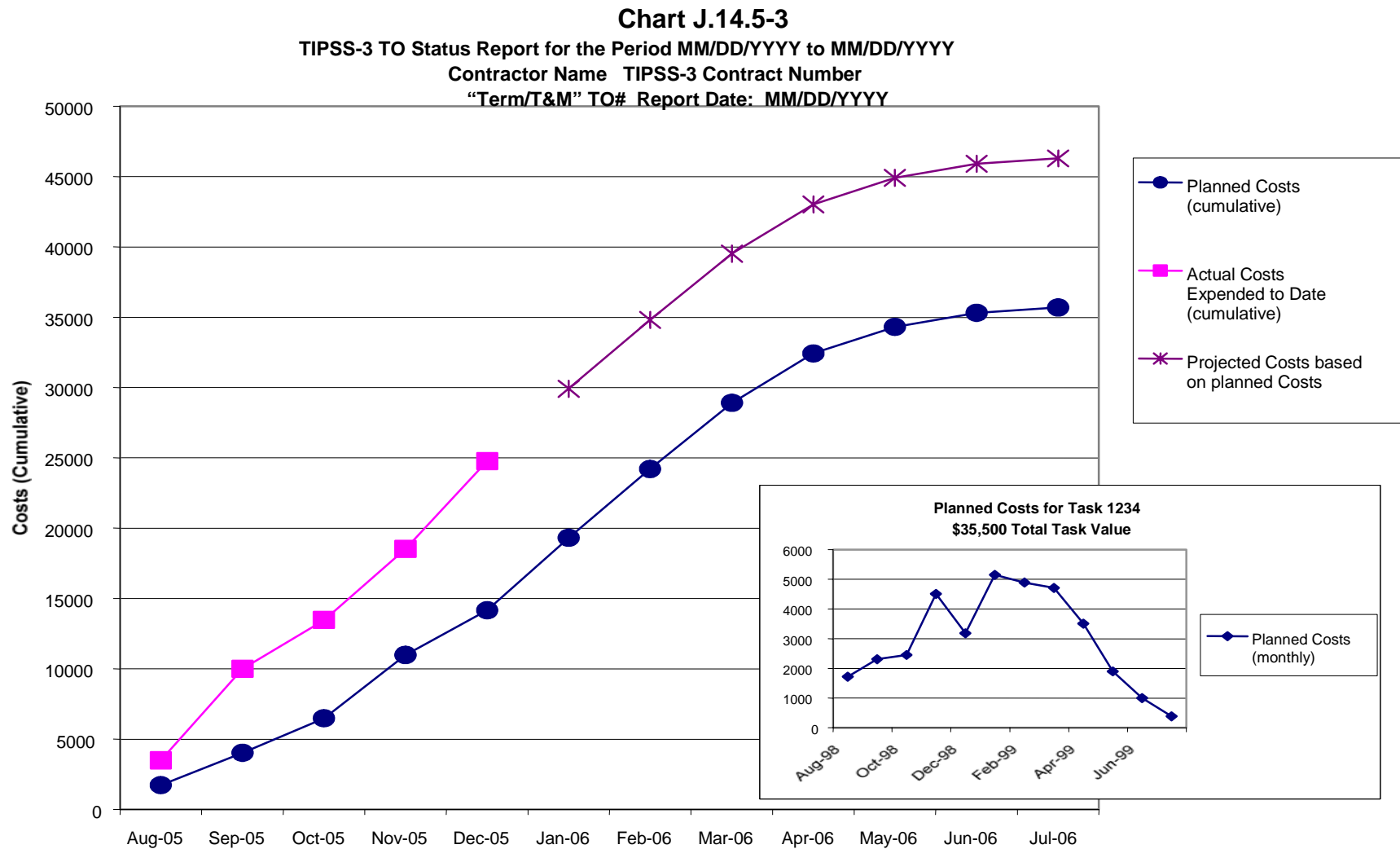
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**FIGURE J.14.6 TIPSS-3 FIXED-PRICE TO STATUS REPORT
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY**

Task Title: *Task Title*

COTR: *COTR Name* Phone: (###) ###-####

Lead COTR: *Lead COTR Name* Phone: (###) ###-####

Contractor Project Manager: *Project Manager Name* Phone: (###) ###-####

Period of Performance: MM/DD/YYYY to MM/DD/YYYY (Original)
MM/DD/YYYY to MM/DD/YYYY (Latest Modification #)

I. SCHEDULE INFORMATION

Actual Start Date MM/DD/YYYY
Planned Completion Date MM/DD/YYYY

II. TO COST SUMMARY

Current Task Value (Negotiated Amount) \$ ###,###
Total Obligation Amount to Date \$ ###,###

Amount Invoiced to Date \$ ###,###
Amount Paid to Date \$ ###,###

III. DELIVERABLE STATUS

Deliverable Name	Deliverable Number	Due Date	Expected Date	Actual Delivered Date	Customer Acceptance Date
(List each individual deliverable, milestone or interim progress item identified in the Task Order.)					

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**FIGURE J.14.6 TIPSS-3 FIXED-PRICE TO STATUS REPORT
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER TO#
REPORT DATE: MM/DD/YYYY**

IV. TO STATUS SUMMARY

(Provide a brief overview of the work to be accomplished for the overall task and the status of the Task Order.)

A. WORK ACCOMPLISHED DURING THIS PERIOD

(Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

B. ISSUES OR ANTICIPATED/CURRENT PROBLEMS

(Provide a description of any unresolved and/or anticipated problems, as they relate to the cost, deliverable dates, the Planned Completion Date, or the software development plan schedule.

Explain variances in schedule and/or cost that exceed plus or minus 10%.

Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:

- 1) the Planned Completion date exceeds the scheduled completion date
- 2) an actual delivery date is different from the deliverable due date, and/or
- 3) the Estimate at Completion exceeds the current task value.)

C. PLANNED WORK FOR NEXT PERIOD

(Provide a description of the work planned for the next reporting period, referencing the software development plan (if applicable). Any re-planning of the Task Order would be proposed in this section.)

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FIGURE J.14.7 TIPSS-3 QUARTERLY SUBCONTRACTOR REPORT
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER
REPORT DATE: MM/DD/YYYY

(LIST IN ALPHABETICAL ORDER, ALL APPROVED SUBCONTRACTORS FOR YOUR CONTRACT AND IN WHICH OF YOUR AWARDED PRINCIPAL TASK AREAS THEY HAVE EXPERTISE.)

Subcontractor Name	Principal Task Area(s)

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FIGURE J.14.8 TIPSS-3 QUARTERLY GOVERNMENT-OWNED/CONTRACTOR-HELD PROPERTY REPORT (SECTION A)

Government-Owned / Contractor-Held Property Report for the Period MM/DD/YYYY to MM/DD/YYYY Contractor Name Contract Number (Contract Number) - Task Order (Task Order Number) Report Date: MM/DD/YYYY Software and Documentation								
Category	Make/Brand	Package & # of Licenses	Serial #	Acquisition Order Amt	Warranty Period	Date Provided	Date Returned	Installed Site
GFP	Lotus	123 v.4.0, 1 lic	123456	\$495	90 days	3/4/97	N/A	Vendor Site 1
CAP	Scitcor	P/S 6, 1 lic	123456	\$225	90 days	2/15/97	N/A	Vendor Site 2
GFP	Gov't Document	5 copies	FSP 3.1.2.6	N/A	N/A	2/15/97	N/A	Vendor Site 2
Disposed	Microsoft	MS Office, network for 15 licenses	12abcd56	\$495	90 days	2/15/97	3/1/96	Vendor Site 2 returned to NCFB

GFP (Government Furnished Property) = GFE (Government Furnished Equipment) and GFI (Government Furnished Information)

CAP (Contractor Acquired Property) = Government Owned, Contractor Provided

Disposed = GFP which has been returned to the Government

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Government-Owned / Contractor-Held Property Report for the Period MM/DD/YYYY to MM/DD/YYYY											
Contractor Name											
Contract Number (Contract Number) - Task Order (Task Order Number)											
Report Date: MM/DD/YYYY											
Hardware											
Category	Make/ Brand	Model	Serial #	Acquisition Cost	Purchase Order	Internal Components	Software Installed	External Components	Warranty Period	Install Date	Installed Site
GFP	AST	486/33	123456	\$2,295	123456	8 MB RAM, 1G Drive, CD- ROM	WP 6.1, MS Office, Windows 3.1	28.8 Modem CRT, Mouse	90 days	3/4/97	Vendor Site 1
CAP	Dell	486/66	12345	\$3,100	124579	16 MB RAM, 1.2 GB Drive, Sound Card, Quad speed CD	WP 6.1, MS Office, Windows 3.1	None	1 year	2/15/97	Vendor Site 2
Disposed 3/30/96	Dell	486/66	12346	\$3,100	124579	16 MB RAM, 1.2 GB Drive, Sound Card, Quad speed CD	WP 6.1, MS Office, Windows 3.1	None	1 year	2/15/97	Vendor Site 2, returned to NCFB 2/15/98

GFP (Government Furnished Property) = GFE (Government Furnished Equipment) and GFI (Government Furnished Information)

CAP (Contractor Acquired Property) = Government Owned, Contractor Provided

Disposed = GFP which has been returned to the Government

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**FIGURE J.14.9 TIPSS-3 QUARTERLY BUREAU REPORT
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY
CONTRACTOR NAME
TIPSS-3 CONTRACT NUMBER (CONTRACT NUMBER)
REPORT DATE: MM/DD/YYYY**

Bureau Name	Task Order Number and Mod Number	Type of Task	Principal Task Area	Task Order Start Date	Task Order End Date	Total Negotiated Value of Task To Date (Including All Options)	Total Amount Obligated to Date (Including All Options)	COTR Name, Address & Phone Number

All dates will be reported in MM/DD/YYYY format.